

Using and Integrating Microsoft Office Tools

Microsoft Word



Also see our more detailed step-by-step instructions available on the Institute website!

Getting Started

- Click **Start, Programs, Microsoft Office 2000, Microsoft Word**.
- To open a new document, click **File** and select **New**. Select **Blank Document** and click **OK**.

Create Columns

- Click **Format..** Select **Columns...** from the pull-down menu.
- Select the number of columns.
- To insert a line between the columns, check the **Line between** box.
- Select desired width and spacing options.
- As you add or remove the line, or adjust the width and spacing, the **Preview** box will show you what your document will look like.
- Click **OK**.

Insert WordArt

- Click **Insert**. Select **Picture** and then **WordArt...** from the pull-down menus.
- Select a WordArt style. Click **OK**.
- Type your text in the text box. Adjust Font, Size, Bold, and Italic as desired. Click **OK**.

Insert Clip Art

- Click **Insert**. Select **Picture** and then **Clip Art...** from the pull-down menus.
- Select an image. Click the **Insert** icon. Close the window.

Position WordArt or Clip Art

- To move an image, drag the cursor over the image until a 4-point arrow appears.
- Hold down the mouse button and drag.
- To resize an image, drag the cursor over the image until a 2-point arrow appears.
- Hold down the mouse button and drag.
- Or select the image, click **Format** and select **Picture** or **WordArt** to adjust image size, position, color, and line.

Using and Integrating Microsoft Office Tools

Microsoft Excel



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Getting Started

- Click **Start, Programs, Microsoft Office 2000, Microsoft Excel**.
- To open a new document, click **File** and select **New**. Select **Workbook** and click **OK**.

Use Formulas

- Click **Insert** and select **Function**.
- Select a Function category and then select a Function name. Click **OK**.
- Click the **icon** to temporarily hide the dialog box. Select the cells containing the data you want to use. Click the **icon** again. Click **OK**.

Create Graphs

- Click **Insert**. Select **Chart...** from the pull-down menu.
- Select the Chart type and Chart sub-type. Click **Next**.
- To enter the data for the chart, click in the **Data range box**. Then select the cells from your worksheet that contain the data and labels you want to use in your chart. Click **Next**.
- Adjust the Titles, Axes, gridlines, Legend, Data Labels, and Data Table as desired. Click **Next**.
- Select the location for the finished chart. Click **Finish**.

Insert an Excel Chart into a Word Document

- In Excel, select the chart you want to move. Click **Edit** and select **Copy**.
- In your Word document, position the cursor where you want the graph to be.
- Click **Edit** and select **Paste Special...**
- Select **As: Picture**. Click **OK**.
- Now you can position and resize the chart as you would Clip Art or WordArt.